

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
January 9, 2012**

Members Present: Chairman Jim Sharon; Paul Dean; Billy Fried; and Scott Holewinski.

Members Excused: John Hoffman.

Others Present: Curt Krouze, Buildings & Grounds Director; Lisa Charbarneau, Human Resources Director; Kris Ostermann, Treasurer; Dianne Jacobson, Department on Aging Director; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 9:00 a.m. in the Community Room, Oneida County Law Enforcement Center. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA

Motion to approve the amended agenda by Holewinski/Fried. All aye on voice vote. Supervisor John Hoffman was excused as he was at a meeting of the Oneida Finance and Insurance Committee that was scheduled at the same time as the Buildings & Grounds Committee meeting.

RELOCATION OF COUNTY-WIDE COPIER

Krouze explained that maintenance staff was in the processing of relocating the county-wide copier when problems associated with the new location were identified.

Charbarneau was present for this item and discussed her department's uses of the proposed room to house the countywide copier. She stated that her staff routinely uses the room for testing of job applicants, identified conflicts with use of the room as a public terminal room, and discussed the lack of security for confidential issues that could be sent to the printer from another location in the building and would be visible to members of the public using the public terminals. Charbarneau forewarned that members of the public would try to use the photocopier in the new copy room, and discussed issues that could arise when members of the public try to use the copier and are denied the ability to generate copies. She stated that the LRES Committee regularly uses the proposed copy room in the process of union negotiations.

Krouze stated that a different option might be placement of the countywide copier in the room located behind the first floor conference room, which is currently used for storage for the county clerk and veterans service office. He stated that the room could be made available by combining their storage with that of the Treasurer in the room where the copier is currently located. Krouze stated that the room is large enough to use for the copy room, but would have to be wired to be used for that purpose.

Options were discussed, including leaving the copier where it is and issuing keys for the space, or changing the location of the employee break room. Ostermann stated it would be a security concern for her office to have all staff members issued keys to the space, and reiterated her need of the space for storage.

Supervisor Holewinski suggested that we wait until such time as the health department is to be moved, and to use some of their unoccupied space as a permanent location for the countywide copier.

Krouze stated that there is plenty of space in that area for a copier room. Krouze stated he anticipated there would be some remodeling to allow the UW-Extension staff to relocate in that space, and any necessary renovation that would be needed to allow for a copier room could be done at that same time. Krouze stated that on weekends there are people who come in and use the copier, not only as a copier but also as a document scanner.

Ostermann suggested that a key to access the copy room could be in a central location and be checked out if staff needs to use the room after hours or on weekends.

Krouze noted there are times when staff may not plan to come in, but something could come up they would need to come in for, but staff wouldn't have access to the copy room. He suggested that all department heads be issued a key.

Charbarneau stated that she has had issues with coming in over the weekend to work on confidential documents, and the copy room was locked, so she could not do the work that she needed to do. She stated that she discussed this issue with Krouze and asked to have this resolved. Charbarneau stated that most offices do not have access to portable scanners.

Supervisor Holewinski suggested that this be worked out by issuing a key to all department heads. Supervisor Fried suggested the use of key cards and a reader. Krouze responded that if the copier room is located near social services, a reader could be installed and added to the current system for about \$1,000.

Motion by Holewinski to hold off on moving the countywide copier until the health department and UW-extension are moved and unoccupied space is available. Second by Fried. All aye on voice vote.

APPROVE MINUTES OF THE DECEMBER 19, 2011 COMMITTEE MEETING

Motion to approve the committee meeting minutes of December 19, 2011 with no additions, deletions or corrections by Dean/Holewinski. All aye on voice vote.

RESOLUTION TO SELL EXISTING DEPARTMENT ON AGING FACILITY LOCATED AT 1003 THAYER STREET

Krouze distributed a draft resolution, noting that it is very similar to the previous resolution to sell the WPS building. He stated that Mike Romportl, Land Information Director, would like to take this to the county board meeting in January. He stated that in researching the property, Romportl discovered that the parking lot across from the senior center was purchased by Rhinelander-Oneida County Senior Center, Inc. for \$5,700 using county money. Jacobson stated she believed this group has since dissolved, but research will need to be performed before addressing the potential sale of the parking lot. Supervisor Holewinski suggested that be addressed at another time when more information has become available. Krouze indicated that this parcel was not included in the recent appraisal of the building, and this could be an issue depending on who wants to purchase the property. Motion by Holewinski to approve the resolution and forward it on to the county board. Second by Fried. Supervisor Dean questioned pricing. Krouze responded county board would set pricing. All aye on voice vote.

OPTIONS FOR COMPUTER INFRASTRUCTURE AT NORTHERN ADVANTAGE JOB CENTER BUILDING

Krouze reported that Grube informed him that the engineering route is complete and the application is sitting at WPS.

CONSTRUCTION PROJECTS AND POSSIBLE CHANGE ORDERS SHERIFF'S DEPARTMENT STORAGE

Krouze noted the committee would be able to see the storage area first-hand later in the meeting during the tour of the renovated area. He stated that there will be a delay in obtaining and installing the lighting in the back area that was renovated. Krouze stated that the contractor has only a couple of minor things on HVAC to complete, and due to the lighting delay, the punch list has been pushed out until February 2nd, when the architect will be back on site. Krouze reported that issues with the railings were corrected and the overhead door has now been moved. He reported that the flooring has been applied in the maintenance office and the card reader system is being wired. He stated that the goal is to have no items on the punch list for February 2nd.

NORTHERN ADVANTAGE JOB CENTER

Krouze reported that construction has begun on the ADRC space that was previously approved. He stated he would anticipate it would be possible to move into the department on aging area during the first week or two of February. He stated that the second floor area has a couple of areas where wall covering

needs to be matched, and doors need to be installed. He stated that the bigger issue is addressed in Request for Information #7. He explained that part of the cafeteria floor is slab on grade and part is a wooden floor. He stated that the flooring manufacturer won't warranty the flooring that was selected unless the issue of possible shifting of the sub-floor is addressed. He stated that this could be accomplished by adding plywood across the entire floor. Krouze explained that shifting of the sub-floor could cause the flooring to crack over time. He stated that he anticipated a change order coming at a cost of approximately \$3,000 to \$5,000.

Supervisor Holewinski suggested the issue be addressed in a more frugal way by placing a transition strip between the two flooring finishes.

Krouze suggested that the committee wait to identify the potential cost.

Jacobson stated that the subcontractor has had over four months to address this issue. She further stated she would entertain the idea of a transition strip.

Krouze stated the general contractor has been very much on top of this issue with the vendor.

Jacobson indicated that it was her understanding that the flooring hasn't been ordered yet and will take six weeks to be delivered.

Supervisor Holewinski stated that the vinyl should be ordered; the square footage required for the job will not change. He also suggested that this part of the project be re-bid.

NON BUDGETED ITEM REQUESTS

There were no non-budgeted item requests at this time.

LINE ITEM TRANSFERS

There were no line item transfers for committee action at this time.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

No bills and vouchers were available due to the timing of the meeting.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Chairman Sharon stated items for the next meeting should include continued updates on the renovation projects, a possible joint meeting with solid waste to determine an upcoming meeting schedule and to address items with how joint meetings will work.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, January 23, 2012 at 9:00 a.m. Discussion followed, and committee members agreed to cancel the meeting of January 23, 2012. Committee members discussed holding only one meeting per month. Krouze stated that he would like the committee to tour the sheriff's department garage space after completion of the renovation.

Schedule February meeting dates

The next meeting of this committee was scheduled for Monday, February 6, 2012 at 9:00 a.m. at the law enforcement center, with an item to allow for the committee to tour the renovated garage at the law center, and to recess near the end of the meeting to travel to the job center site, tour that renovation and adjourn there.

ADJOURNMENT

The meeting adjourned by a motion of Holewinski/Dean. The time was approximately 10:05 a.m. All aye on voice vote.

Supervisors Holewinski and Fried toured the sheriff's department storage area after adjournment of the meeting.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary